



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 03-026
POSITION: Procurement Technician
SERIES/GRADE: PG-1106-05/06/07
SALARY RANGE: \$26,281 - \$42,320 PA
ISSUE DATE: 02/05/03
CLOSING DATE: 02/26/03
NUMBER OF VACANCIES: One
ORGANIZATION: Printing Procurement Department
Term Contracts Division
Program Section A
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: PG-07
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: N/A
CIVIL SERVICE STATUS REQUIRED: No
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES:

The incumbent offers and places print orders with contractors. Assist in the preparation, award, and administration of term contract. As necessary, compiles past contract data, abstracts bids, gathers contractor performance information, and prepares purchase documents. Places contracts in operation by notifying the appropriate agencies and bidders, and distributes the award documents and other contract information. Sets up program and print order files for contract administration. Maintains control system for print orders. Reviews incoming print orders for accuracy, completeness, and conformance with contract terms and advises appropriate parties of errors. Estimates print orders for cost and/or individually abstracts print orders for sequence. Enters data in computerized contract and order information system. Acts as information contact between the ordering agency and the contractor and answers non-technical questions regarding job status, deliveries, and specifications. Answers inquiries on various functions and procedures of the section and prepares reports as required.

QUALIFICATION: Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience is experience which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities in order to successfully perform the duties described above. **Education:** Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at grades GS-3 through GS-5. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. Education is not creditable above GS-5 for most positions covered by this standard; however, graduate education is directly related to the work of the position.

Combination Education and Experience: Equivalent combinations of successfully completed post- high school education and experience may be used to meet total experience requirements at grades GS-5.

NOTE: Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Ability to interpret contracts and specifications.
2. Knowledge of terminology, formats, and procedures in contracts.
3. Ability to operate a calculator.
4. Knowledge of Printing Procurement Regulations, methodologies, and procedures.
5. Ability to organize and maintain contract files.
6. Ability to communicate orally and in writing.

TO APPLY:

GPO Applicants:

Applicants must submit a copy of their latest annual performance rating and *Optional Form 612, "Optional Application for Federal Employment," (or SF-171).*

Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume.* If a resume is submitted, it must contain all pertinent data in the OF-612.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form.

Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION(S) TO:

Unit 2

U.S. Government Printing Office
Employment Branch, Room C-106, Stop: PSE
North Capitol and H Streets NW
Washington, DC 20401
FAX (202) 512-1292

FOR ADDITIONAL INFORMATION CALL:

(202) 512-1118
TDD (202) 512-1519

****THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES****

****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****